

The Colon :

The colon (:) is used as a mark of introduction to draw attention to the words that follow it.

1. After a main clause to introduce

Use a colon after an independent clause to introduce *an explanation, a list, an appositive or a quotation*.

Explanation

The definition of love is deceptively simple: a strong affection for another rising out of kinship or personal ties.

List

A nutritious diet should include the following: protein, carbohydrates, and fats.

Appositive

An appositive is a noun or noun substitute that renames another noun immediately before it: *my mother, Monika*.

There is only one man who can save the world: the amazing hero, Superman.

Quotation

Consider the words of Leigh Hunt: “There are two world: the world that we can measure with line and rule, and the world we feel with our hearts and imagination.”

2. Other specific uses of the colon

Use a colon after the salutation in a **formal letter, between the division of time, and between title and subtitle**.

Salutation in a Letter

Dear Mr. President:

Division of Time

10:30 pm

Title and Subtitle

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3. Where not to use a colon

Never use a colon after such as, including, or for example. Do not use it between a verb and its object or compliment, or between a preposition and its object. Do not confuse it with a semicolon.